

The SHOSHONE-BANNOCK TRIBES



FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203

HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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POSITION DESCRIPTION

TITLE: COUNSELOR

DEPARTMENT: SHOSHONE-BANNOCK SCHOOL DISTRICT #537

SALARY: \$24.07 - \$26.94G 13 – G14 DOE

OPENS: February 7, 2022

CLOSES: UNTIL FILLED

STATUS: NON-EXEMPT

CAREER STATUS: CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS – 10 MONTH CONTRACT AGREEMENT

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATION MAY BE SCREENED OUT.

GENERAL STATEMENT

Provides support services to students, staff, and parents. Support services include referrals, counseling, assessment, diagnostics, and report writing. This work will take place at the Sho-Ban School, public buildings, and private residences. Advocate for students and work with other individuals and organizations to promote the academic, career, personal, and social development. Provide a full range of mental health and substance abuse prevention, intervention, and counseling services to students grades 6 to 12. These services include, but are not limited to, screening, case management, counseling and therapy sessions, assessment, and collaboration with various education teams as well as compilation and dissemination of data and will participate in parent meetings and/or workshops when appropriate. Assist administration with the development of appropriate programming, monitoring, and evaluation on an on-going basis related to substance abuse and other mental health issues. Oversee and monitor referral process within the schools and collaborate with other professionals within the school and community related to substance abuse, addiction, and mental health issues.

SUPERVISION

The guidance Counselor will be evaluated and supervised by the school Administrator or school Principal.

COUNSELOR

DUTIES AND RESPONSIBILITIES

- The Counselor will use interviews, counseling sessions, interest and aptitude assessment tests, and other methods to evaluate and advise students.
- Responsible for school academic scheduling and maintaining individual student Education Plans.
- Provides direct support service to individual students, small groups, and classrooms.
- Completes assessments, referrals, and counseling with students and families.
- Will oversee implementation of schools' guidance and counseling program.
- Consults with other professional staff and outside agencies and other organizations.
- Completes student's career education assessments.
- Develops and maintains family outreach programs and community partnerships.
- Serves as a member of the school leadership team and other school-based teams.
- Completes written reports as needed or as requested by the School Administrator /School Principal.
- Will provide direct service to students in the school at least once per week.
- Will complete reports as required by Federal, State, and local agencies.
- Conduct professional development workshop on identifying at-risk students.
- Provides direct and individualized mental health services and/or substance abuse services including individual and group counseling, consultation, treatment coordination, individual/group therapy, and case management.
- Make oral presentations of assessments, diagnostics, home visits, and observations.
- Must be able to adapt quickly to change(s).
- Projects a professional attitude and appearance.
- Will participate in the Leadership Team as part of duties.
- **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.
- Conducts self with a professional mannerism that will bring credit to the Tribal Government.
- Duties and responsibilities will include other activities and areas as needed to carry out position functions.

Performance Standard shall include but not be limited to:

Ability to maintain dependable attendance and reliability

Efficient use of public skills to provide quality customer service

Ability to establish and maintain effective working relationship with staff

Ability to work independently with little supervision

Demonstrated knowledge of practices and procedures utilized in environment

QUALIFICATIONS

Minimum qualifications:

Master's degree in School Counseling, School Psychology, or School Social Work and Pupil Service Staff Certificate with School Counselor, School Psychologist or School Social Worker endorsement (Grade 13)

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Preferred qualifications:

Education Specialist degree in School Counseling, School Psychology, or School Social Work and Pupil Service Staff Certificate with School Counselor, School Psychologist or School Social Worker endorsement (Grade14).

Additional Required/Minimum Qualifications:

- Must be a responsible person willing to serve a 10-month working schedule starting in August and ending in June of each school year.
- Must be interested in counseling and have a strong desire to help others and be able to inspire respect, trust, and confidence.
- Be able to work independently or as part of a team.
- The Counselor must follow the code of ethics associated with the respective certifications and licenses.
- Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.
- Employment history must prove creditability and dependability.
- Self-starter, completes tasks in a timely manner, and must possess ability to work independently with little or no supervision.
- Excellent verbal and written communication skills.
- Ability to understand and execute a variety of complex written and oral instructions.
- Past employment must demonstrate exceptional organizational capabilities.
- Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

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To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

COUNSELOR